

# STAFF MANUAL



1980

THE SCOUT SPIRIT \_ \_ \_ \_ \_

A Spirit that can only be found  
in the fellowship of other Scouts,  
in the challenge of the advancement trail,  
in the test of Scout leadership,  
in the adventure of Scout Camping  
in the MYSTIQUE THAT IS\_ \_ \_ \_ \_

\_ \_ \_ \_ \_ -OWASIPPE!



TO:

THE 1980 OWASIPPE STAFF

I am very pleased to welcome you as a member of our Scouting team, as we begin our 1980 summer camping season. We have before us a summer of fun, excitement and hard work, as we provide leadership to the hundreds of Scouts and their leaders who we will be cheerfully serving this summer.

Being a camp staff member is a unique opportunity that few experience. Your efforts this summer will help young men grow in character, citizenship, physical and mental fitness and leadership skills, while they are exposed to the fun and adventure of Scouting's outdoor program. A one-week stay at camp will provide a Scout and his leader with the impetus to continue an active program throughout the year. You can make the difference between a good or bad experience. The responsibility is great, but I believe in your abilities, individually and collectively.

I challenge you to lead by example, to exemplify the principles of the Scout Oath and Law and provide mature, sensitive leadership in our effort to mold young men into responsible adults and to build better trained adult leaders not only for today but for the future.

It is my hope and desire that you have as productive, rewarding, and enjoyable experience this summer as I had when I was a camp staff member.

Scoutingly yours,



EDWARD C. JACOBS  
Scout Executive

ECJ:gm



# OWASIPPE SCOUT RESERVATION

9900 RUSSELL ROAD, TWIN LAKE, MICHIGAN 49457

616-894-4061

SUMMER, 1980

You have been hired as a member of the Staff of the Owasippe Scout Reservation for the summer season because we feel that you are one of the best qualified to do your particular job at camp. Upon becoming a member of the Staff, you become a member of a team charged with the responsibility of providing the most meaningful Scouting experience possible for the boys who will be with us this summer. Your approach to your job, your attitude and skills, will determine the kind of experience a boy will have at the Owasippe Scout Reservation.

Your success as an individual Staff member is extremely important to the entire Reservation operation. No job on the Owasippe Staff is more important than any other. It is just that some jobs are different from others. The Staff is a team, and to be a good Staff member means to be a good team member. The whole is the sum of its parts, and in this case if all Staff members give their best to provide Scouting at its finest for boys, the entire Owasippe operation will be the most successful in its history.

This manual is prepared to help guide you in your job this summer. It is only a book. It does not contain the Spirit of Scouting, which only you can put into Owasippe.

It does not contain a thing called "attitude" which only you can make positive. It does not contain the fellowship which you will have an opportunity to help create and enjoy. It does contain some guidelines which will help you to do all of these things.

Each of us has the opportunity and responsibility to be of service to every boy and leader we will work with this summer. How well this responsibility will be met is dependent entirely on each and every one of us. The summer is before us, the challenge is here; the opportunity is ours. We know we can count on you to do your share of our Team's job.

*James L. Chandler*  
JAMES L. CHANDLER  
Director of Camping

CHICAGO AREA COUNCIL

JLC/hw



"As for the Best Leaders, the people  
Do not notice their existence.

The next best, the people honor  
and praise.

The next, the people fear; and  
the next the people hate . . . when  
the Best Leaders's work is done the  
people say 'we did it ourselves.'"

LAO-TZU

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## PART 1 - SCOUT CAMPING - THE REASONS AND METHODS

### THE PURPOSE OF SCOUT CAMPING

Scouting's outdoor program is its most appealing feature. Boys come to camp to have fun while hiking, camping, swimming and all of the other activities which happen during a Scout's camp experience. These outdoor activities are a very important method used to achieve the aim of Scouting.

#### I. The Basic Aim of Scouting

- A. To develop boys into men of good character.
- B. To develop boys into useful and participating citizens.
- C. To develop in boys physical fitness for a full and significant life.

#### II. Some of the Important Ingredients in the Qualities of Good Character, Citizenship and Physical Fitness are:

- A. A sense of duty.
- B. A feeling of responsibility for one's acts and for self-control.
- C. The ability to sustain oneself and not be a burden to others.
- D. A willingness to assume leadership when qualified.
- E. The ability to act when one's welfare or that of others is at stake.
- F. The ability and willingness to accept direction.
- G. The ability to get along with other people.
- H. A knowledge of healthful living and personal fitness.
- I. An understanding of teamwork.
- J. A sense of fairness.
- K. An understanding of the interdependence of people of all races, creeds and cultures in a modern society.
- L. The recognition of one's partnership with God.

## THE PATROL METHOD IN CAMP

"Why does Scouting insist upon using the Patrol Method? There must be other ways of reaching the goals of Scouting."

Yes, there are many methods that could be used to reach Scouting's goals, but the Patrol Method is by far the best. Most other methods require learning by the pupil, but in Scouting's method we have boys in "boy gangs" with boy leaders training themselves in Scouting skills.

This "boy gang" is the patrol, and it is the basis for the Patrol Method. This method is the one thing that makes Scouting different from other programs for boys. The Patrol Method is just as important to Scouting as the Scout Oath and Law. In other words, it is not the ONE method but it is the RIGHT METHOD of operating the Scouting Program.

Patrol relationships provide the boy with the best opportunity to learn team play and cooperation and to develop a deep sense of loyalty. The patrol method is the unique element in Scouting basic to good Scout camping. There must be certain activities over which the patrol has complete responsibility. This is necessary in developing leadership and gaining a true understanding of Scout Spirit. Make the Patrol Method a vital element in the program by helping unit leaders understand it. This is one of the most significant services a staff member can render.



## CAMP PROGRAM AND FACILITIES

The summer camp is Scouting's educational center, and Owasippe provides the finest facilities to carry out our mission of teaching Scouting to men and boys. Our goal is to aid the members of each troop to learn the best that Scouting can offer in building better troops, qualified Scouters and skillful, self-reliant Scouts.

The camp provides services and programs which are very similar to the kinds of services which a Scout or Scouter experiences in his home community. Some examples are:

Mail Service (Post Office)

Trading Post (Store)

Dining Hall (Restaurant)

Health Lodge (Medical Center)

Chapels (Synagogue or Church)

Nature Center and Trail (Museum - Park)

Scoutcraft Demonstration (Park District Classes)

Camp Fire Circle (Library)

Camp Commissioners (Unit Commissioners)

Merit Badge Instructors and Counselors (Teachers)

Aquatics Area (Beach or Pool)

Field Sports Area (Sports or Athletic Clubs)

## ORGANIZING THE CAMP PROGRAM

The boy is our center of interest--our target in Scouting. We have him for so short a time that we dare not fail in getting over to him the spirit of the "game" and the basic skills of the program.

The Camp Program can be broken into three categories based loosely on the individuals or groups served by it. There are no hard and fast lines of organization, but the sample illustrations below should give you some idea of the flexibility needed meeting the needs of the Scout and his troop in camp.

1. The Scout Himself  
and his friends.....Informal Activities, Hiking, Fishing,  
Boating, Exploring. Instruction  
Activities: Specialized Skills, ie.  
Aquatics, Pioneering, Cooking, Archery,  
Merit Badge Instruction, etc.

The interest areas are representative of the kinds of activities a Scout may participate in alone or with a buddy or two. The patrol or troop need not participate in this kind of activity.

2. The Scout in  
His Patrol.....Campcraft, Camp Improvement Projects,  
Instruction, Contests, Preparation  
for Troop and Camp Events and Patrol  
Hikes.

The Patrol Method is basic to Scouting and essential to good Scout camping. Certain activities should be organized for which the patrol has complete responsibility.

3. The Scout in  
His Troop.....Ceremonies, Inspections, Overnight  
Camping, Canoe Trips, Scoutcraft  
Instruction and Advancement Activities,  
Camp Fires, Special Projects and Games.



## PART - 2 - RESERVATION POLICY AND STAFF RESPONSIBILITIES

Between the wild-eyed eagerness of a Tenderfoot Scout and the dignity of gray-haired maturity, all campers fall under the influence of a group called the camp staff.

Staff members come in assorted sizes, weights, shapes, colors, and types. They have varied interests, hobbies, personalities, religions, and personal habits, but they share one creed--to help every camper reach the highest possible degree of Scouting know-how, and to have fun in doing it.

Staff members are a composite. They must have the energy of an unharnessed volcano, the drive of a rocket, the memory of an elephant, the understanding of a clergyman, the wisdom of a judge, the tenacity of a spider, the patience of a turtle trying to cross a highway in rush-hour traffic, the decisiveness of a general, the diplomacy of an ambassador, and the common sense of a member of the Supreme Court. They must remember that Scouts are trained by DOING, but mainly, by precept and example and a sincere interest in their subjects.

Staff members must possess knowledge, know-how, or skills, but most certainly they must possess love, a deep and abiding appreciation of and respect for campers, individually and en masse. They must understand the camper who has the energy of a dynamo, the squeal of a pig, the stubbornness of a mule, the antics of a monkey, the spryness of a grasshopper, the curiosity of a cat, the slyness of a fox, and the mysterious mind of a devil.

They must have leadership and know-how in order to cope with the sometimes inconsiderate unit leader who "knows all and sees all," who pushes your temper to the ignition point, who has the lungs of a dictator and the explosiveness of an atom bomb--the leader who enjoys nothing better than putting you on the spot and causing trouble.

Staff members must know how to spot many things: the tendency toward homesickness of a first-year camper, the hazing traditions in some units, the lack of a program in others, the inability of a camp leader to meet the many problems he faces. They must know how to handle their own many day-to-day problems: who to report to in case of trouble and which decisions they can make for themselves and which decisions they should refer to higher up.

Staff members should never be clock watchers--rather, always go the extra mile to make camp more enjoyable. They are there to serve and not to look upon their assignment as a personal vacation. No matter how much their backs ache, they are hired to see that their department is the best in camp. In spite of their own likes and dislikes, continually smile and be steadfast, truthful, and understanding. They keep plugging, they will be remembered long after others are forgotten. Some day, somewhere, some young man will come up and say, "Hi, remember me?"

## GENERAL RESPONSIBILITIES OF ALL STAFF PERSONNEL

- 1.) Assist in the Opening and Closing of Camp
- 2.) Perform Specific Duties as Covered in the Job Description Section
- 3.) Perform Duties Assigned by Camp Director, Department Head, or other Authorized Member of the Staff
- 4.) Be Mindful that your Primary Responsibility is to be of Service to Scout Troops
- 5.) Be Prompt at all Times to all Activities
- 6.) Assist in the Operation of Camp-Wide Program, such as Camp fires, Wide Games, Religious Services
- 7.) Maintain yourself in Good Physical Condition by Eating Properly and Getting Adequate Sleep.
- 8.) Assume Personal Responsibility for Complying with Camp Policy and Local Regulations
- 9.) Keep Your Quarters Clean, Take Proper Care of Camp Equipment, and Keep Your Appearance Presentable
- 10.) Staff Members are Responsible through their Directors to the Reservation Director
- 11.) Participate in Staff Meeting; Share Ideas for Continual Improvement of Camp Program
- 12.) Abide By the Scout Oath and Law



## THE SCOUT LAW AS IT PERTAINS TO CAMP STAFF

Welcome to the camp staff. It is hoped that you will make new friends, enjoy the summer and, above all, contribute in some measure to the growth and welfare of the Scouts you will be serving.

Each staff member has specific duties and responsibilities, but all staff personnel share in the duties of others whenever and wherever necessary.

The principles set forth in the Scout Oath and Law are the principles that guide every endeavor and action in camp. We become the prime motivators in exemplifying this way of life to each Scout in camp.

Many persons have set aside a moment each day to review silently their contributions to their fellowman. This practice may well be a part of every staff member's day.

A SCOUT IS TRUSTWORTHY: Through your life as a staff member you will find that trust and success go hand in hand. The camp has specific requirements outlined for its personnel. Your camp director will entrust to you duties and responsibilities related to your assignment. Your very attitude in taking on an assignment is directly reflected on the Scouts with whom you deal.

During the period of employment, the staff members' full time is at the disposal of the camp. Each day will present certain opportunities for personal recreation and program participation. These opportunities are planned so as not to interfere with the campers' use of the facilities.

Each staff member receives a time-off period each week. The period you will have off will be determined during the pre-camp conference with your supervisor and/or camp director. Staff members are obligated to be in uniform when on duty unless excused by the camp director.

A SCOUT IS LOYAL: Loyalty to the camp and to your associates is essential to the requisites for each staff member. You should constantly be observant and concerned about matters affecting the total harmony of the camp and bring such matters to the attention of the camp director.

A SCOUT IS HELPFUL: It begins with an attitude of helpfulness to the newly arrived Scout and his family. Apart from the service rendered, that first impression of helpfulness means so much.

A lone Scout's problem, if observed by you, becomes your problem until you have brought it to the attention of his Scoutmaster or the camp director. Every assist you may give is one more guarantee that the Scout will have a happy stay in camp.

A SCOUT IS FRIENDLY: As you pass a Scout or leader on the trail, even if you've never met, say "Hi, Scout!" A friendly word costs nothing, yet gives so much good will. Be a friend to all, not just a clique of buddies. Be a brother to every Scout in the fullest sense.



A SCOUT IS COURTEOUS: You represent the Boy Scouts of America as you deal with boys, leaders, parents, or the public. In your visits to nearby towns, you represent the camp, and this implies a certain code of personal conduct that will reflect credit upon you, the camp, the council, and the BSA.

Courtesy may be interpreted as respect for the time of others. Be on time always. Above all, it means a reputation for reliability and promptness. It means giving better than a good measure in every duty and responsibility.

A chief factor in the personal health and welfare of the staff member is in establishing regular and adequate hours for sleep. Staff "taps" is 11 p.m. Be courteous to the staff member who needs to go to bed even earlier than that.

A SCOUT IS KIND: Kindness is often interpreted in its relationship to animal life. Show boys how to be thoughtful to the animals in your camp. Kindness and consideration for others, however, is of even greater importance.

A SCOUT IS OBEDIENT: A staff member carries out his responsibilities to perfection and responds to direction of supervisors and the camp director. This does not call for unquestioning obedience, but it does call for personal trustworthiness and a loyalty to the camp and the camp director.

If you have something on your mind, get it off quickly to the right person--your supervisor or the camp director.

A SCOUT IS CHEERFUL: A happy camp, a spirited camp, is a successful camp. Happiness is contagious, particularly in a Scout camp. No one is in a better position to promote and stimulate this attitude than you. Each staff member, regardless of position, should take it upon himself to motivate and give an outlook of cheerfulness and happiness in the minds of all.

A SCOUT IS THRIFTY: Each staff member should consider his responsibilities in protecting and conserving the equipment, physical property, and resources of the camp. You are in a position to save thousands of dollars that might have to be used to replace or repair damaged property.

A SCOUT IS BRAVE: This summer you represent the largest organization for boys in the world, and you are an employee of one of the finest Scout camps in the world. You represent Scouting in all aspects. You believe in the Scout Oath and Law; otherwise you wouldn't, or shouldn't, be here.

A SCOUT IS CLEAN: Your personal living quarters are to be an example of cleanliness and orderliness. It is obvious that if your quarters are disorderly or dirty, campers can hardly be expected to do better. Those who have to shave will be expected to do so prior to breakfast. Get a haircut when needed, and keep your hair clean, neat, and combed.

A SCOUT IS REVERENT: Being faithful in his religious duties become of great importance to us as camp staff members because of the force our example has in molding the attitudes of those who look to us as the inspiration for right attitudes and high ideals.



## WHAT YOU ALWAYS WANTED TO KNOW

### MAIL :

Let your parents and all the girls know your summer address:

JOHN DOE  
STAFF - CAMP (NAME)  
OWASIPPE SCOUT RESERVATION  
9900 RUSSELL ROAD  
TWIN LAKE, MICHIGAN 49457

### TELEPHONE:

The Reservation phone number is 616-894-4061. Make sure callers know which camp you are in so that the call can be directed to you. All outgoing calls must be made "collect."

### INSURANCE:

As a member of the Owasippe Scout Reservation Staff you are covered by Workmen's Compensation Insurance. This insurance covers medical costs of all Staff for accidents which occur while on the job. It does not cover illness or injury which is not job related. You must have additional Health and Accident Insurance which covers these non-job-related injuries and illnesses. Refer to Memorandum of Health and Accident Insurance.

### GUESTS:

You may have guests in camp as long as it does not interfere with your camp duties. Overnight guest accommodations are not available in camp. Meals for guests may be arranged in advance through the Camp Director. Guest meal charges apply. Obviously your conduct with or without guests should reflect favorably upon the reservation.

Guests may swim or use boats only by permission of the Camp Director, who will process the proper waiver form.

### VALUABLES:

A Scout's Trustworthy. We suggest a foot locker that can be locked for storage of personal and valuable items. The reservation does not accept responsibility for missing articles. Try to limit the valuables you bring to camp.

### DISCIPLINE:

Discipline of the Scouts is the Unit Leader's responsibility. (ALL discipline matters are to be referred to the unit leader to handle in his own Troop, in his own way.)

Our real goal is to help each Scout to make good.

"Hazing" or "Initiations" are not the Scouting way. These practices are frowned upon by the Boy Scouts of America. All incidents of this nature should be reported to the Camp Director.

The Scout Oath and Law are the law of the Camps. Remember, in the eyes of the campers you are the living example of what Scouting is all about. Set the example at all times, on or off duty, on or off camp property.



### TIME OFF:

Camping is a 24-hour-a-day proposition and the camp's responsibility does not cease at any time during that period.

In each day certain opportunities for relaxation and personal recreation will present themselves. Use your spare time wisely.

Staff members are permitted one 24-hour period off each week. All days off are to be cleared through the Camp Director. Staff members are expected to be in camp at all times except when they have been cleared for time off.

Whenever you leave camp you must sign the staff check-out sheet.

### PROGRAM AND DUTY TIME:

Every staff member will be expected to put in all the time necessary to carry out his specific assignments, as well as any additional duties which are required in the operation of the camps.

### TAPS AND REVEILLE:

Every staff member is expected to rise at an hour which will allow enough time to prepare himself and his quarters for the activities of the coming day.

"Taps" and "Reveille" apply to staff members as well as campers. It is not required that staff members go to bed at the sounding of "taps", but all should be quiet so the campers will not be disturbed. Staff members should retire at a reasonable hour.

### MEALS:

If a staff member fails to eat properly he will be unable to perform his responsibility with a high degree of efficiency; for this reason, among others, all staff members are expected at all meals on time and properly dressed.

### UNIFORMS AND APPEARANCE:

What sets a Scout apart from any group of kids? The uniform does. A uniform, worn neatly and properly, attracts attention and sets an example. The Scout uniform carries a message that cannot be explained in words. It says that you are a leader.

Uniforms are one of the methods used in Scouting. Although we appreciate individual and different personalities, it cannot be over-emphasized that good uniforming is a must at camp.

What is good uniforming? Owasippe staff should wear the official Scout uniform according to the guidelines in the official UNIFORM AND INSIGNIA CONTROL GUIDE, NO. 3064. Complete uniform consists of:

Scout shirt with collar or Scout V-neck shirt with neckerchief  
Scout summer shorts  
Scout belt, web or leather with Scout buckle  
Scout knee socks with tabs, green for Scouts, red for Explorers  
Suitable Shoes or boots

Dress neatly. A Scout is clean. You should present yourself at all times in a neat manner.

### RELIGIOUS SERVICES:

The Scouting Movement recognizes religion as an integral part of the character - building process and thus encourages its members to adhere to the beliefs and practices of their various faiths. Religious observances are conducted each week for those of Protestant, Catholic and Jewish faiths. Every effort should be made by the staff to see that the religious services are as attractive as camp fires or any other camp activity.

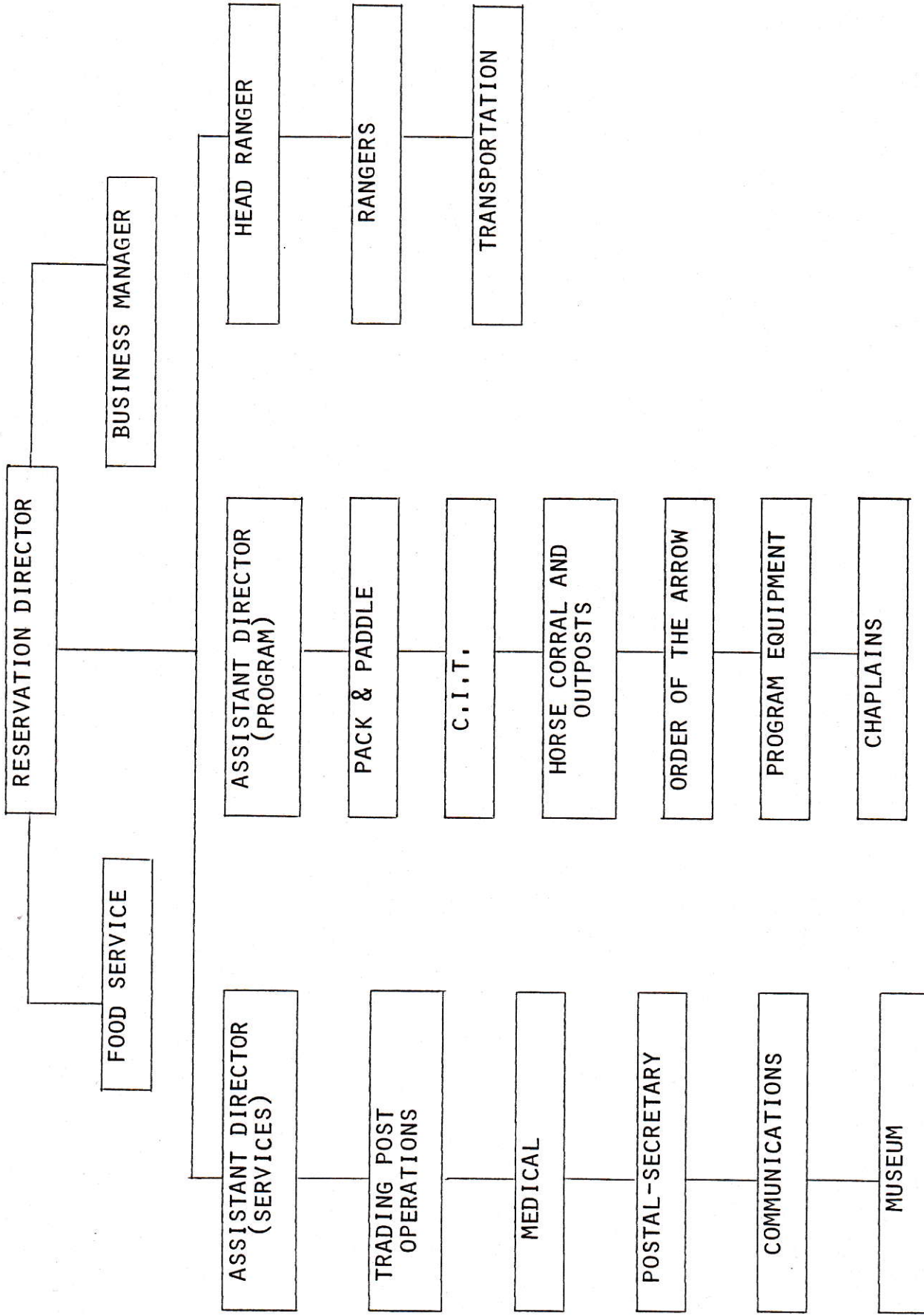
Personal participation of staff men in these religious services will set the best example.

### ORDER OF THE ARROW:

The Arrow is an important part of the over-all camp program, and staff members who are in the Arrow should take an active part in its camp operation. We must, however, remember that it is just one part of our schedule and that we have a responsibility to the entire program. One of the responsibilities is cheerfulness in going about our tasks. Arrow Members on staff must live by not only the Scout Oath and Law, but the Arrow Admonition.

### MERIT BADGE BOOKS:

Each staff member must provide for his own Merit Badge Books for the Merit badge subjects he is to instruct. The camp is unable to provide enough to cover all areas.





#### OWASIPPE SCOUT RESERVATION DIRECTOR

The Reservation Director is in complete charge of the total reservation. He is responsible to the Director of Support Services.

#### ASSISTANT RESERVATION DIRECTOR (SERVICES)

He is responsible to the Reservation Director.

He shall work with the Camp Directors in providing services such as; food, mail, medical, trading post services, religious, supplies, and information - communications services.

He is responsible for liaison with the Food Management company, the Postmaster and the medical staff.

He directly supervises the Ad Center Services Staff.

He will perform other duties as assigned.

#### ASSISTANT RESERVATION DIRECTOR (PROGRAM)

He is responsible to the Reservation Director.

He shall work with the Camp Directors to insure a top-quality unit program for all Scouts and Leaders.

He is responsible for the CIT program.

He shall conduct a weekly meeting of all commissioners to evaluate and update the Reservation program.

He is responsible for all Reservation - wide programs, whose Directors report to him. These include: Pack & Paddle, Horsemanship, Sailing, Order of the Arrow, and Outposts.

He is responsible for the distribution and inventory of all program equipment.

He is responsible for the operation of the Owasippe museum.

He will perform other duties as assigned.

In the absence of the Reservation Director, he is responsible for the operation of the Reservation.

### BUSINESS MANAGER

The Business Manager is directly responsible to the Reservation Director.

He will give supervision and direction to all Trading Post inventories working closely with the Assistant Reservation Director-Services.

He will operate the Business Office in such a manner as to insure the following functions are carried out:

- 1) Keep all camp records and maintain an accounting of all financial transactions
- 2) Maintain a schedule of hours of operation for Business Office
- 3) Prepare the necessary forms and data following the instructions for accounting procedures at camp for the Council Office
- 4) Prepare troop check-in records
- 5) Prepare troop settlements at the close of each camp period and submit to the Council Office
- 6) Review the weekly inventory and deposits of the Trading Post Operations
- 7) Develop a schedule for the transmittal of cash deposits to the local bank

Perform other duties as assigned.

### AD CENTER MANAGER

He is directly responsible to the Assistant Reservation Director (Services) and works closely with the Business Manager.

He is responsible for the operation of Ad Center functions such as: Trading Post, Snack Bar, Warehouse, Information booth, and Food prep meal checkin. He will supervise and schedule the Ad Center employees who fall within these areas.

He will perform other duties as assigned.

### MANAGER(TRADING POST OPERATIONS)

He is directly responsible to the Ad Center Manager and works closely with the Business Manager.

He will operate the Trading Posts (all camps and Ad center), and Snack Bar in such a manner as to insure the following:

- 1) Accurate records are kept on all goods received and issued
- 2) A weekly inventory is taken and justified with cash sales
- 3) Necessary stock is ordered in advance of need
- 4) A definite schedule of hours of operations will be developed and maintained by all branches of his jurisdiction
- 5) An attractive display of merchandise will be maintained
- 6) All branches will be kept in a clean and orderly manner
- 7) All sales and warehouse personnel will perform in a business-like manner and be correctly attired for the performance of their duties

He will handle the collection of daily Trading Post deposits and prepare such deposits for deposit with the Business Manager.

He will perform other duties as assigned.

### CLERK(TRADING POST - SNACK BAR)

He is responsible to the Trading Post Manager.

Those assigned to section camps will be responsible to the Camp Director for those discipline, housing, feeding and cooperation and function as a member of that camp staff.

They will be responsible for fulfilling their assignment according to the guidelines established by the Trading Post Manager. These guidelines to include:

- 1) Accurate records are kept on all goods received
- 2) A weekly inventory taken and calculated on all merchandise
- 3) Necessary supplies ordered in advance of need
- 4) Schedule of hours of operation maintained
- 5) Attractive display of merchandise maintained
- 6) Cash kept in a secure place while operating facility, and accounted for with supervisor at end of day's operation
- 7) Keep the facility and surrounding area clean and neat at all times

Perform other duties as assigned.



## DRIVER

He is responsible to the Head Ranger.

He shall carry out his assigned responsibilities in a safe and efficient manner.

The Owasippe Scout Reservation vehicle maintenance is dependent upon the assigned drivers performing the required maintenance of their vehicles.

### DRIVER'S DAILY MAINTENANCE:

These services are to be performed each day in the maintenance area. Under no circumstances will any vehicle go without these services being performed.

The following items will be checked daily, and EACH VEHICLE must BE WASHED REGULARLY:

- 1) Fuel, oil and water
- 2) Horn and wipers
- 3) Glass and mirrors
- 4) Instruments
- 5) Brakes
- 6) Steering
- 7) Engine operation
- 8) Lamps and reflectors
- 9) Tires
- 10) Body and fenders
- 11) Leaks (general)
- 12) General visual inspection
- 13) Vehicle equipment

### POSTMISTRESS - SECRETARY:

She will be responsible to the Assistant Reservation Director (Services).

She will receive incoming mail at the Twin Lake Post Office and deliver outgoing mail to the same location.

She will coordinate delivery of all U.S. Mail and all inter-camp mail. She will be responsible for the general secretarial duties necessary in the Administration Building. The Post Office is an official 4th - Class United States Postal Rural Station.

INFORMATION SPECIALIST:

He is responsible to the Assistant Reservation Director (Services).

He shall operate the Information Booth in a business-like manner. Using current procedures and policies of Telephone usage.

He shall be responsible for the operation of the switchboard and the handling of all incoming communications.

He will record all messages and relay them promptly to the person being called.

He will record all outgoing calls placed through the switchboard in the log. This record to include name of person calling, number called, date, time and charges.

He will be responsible for the raising and lowering of the American, Owasippe, and Scout flags at the Reservation flagpoles.

He will be responsible for the security and cleanliness of the Information Booth and the immediate area surrounding the Booth.

He will maintain the Reservation book for Outpost Reservations.

He will assume other duties as assigned.

HEALTH/MEDICAL OFFICER

The Health Officer is directly responsible to the Assistant Reservation Director (Services) and must be certified as one of the following: Licensed physician, registered nurse, licensed practical nurse, paramedic or a medical student approved by the State, paramedic, or hold the A.C.A. Camp Health Officer Certificate.

RESPONSIBILITIES INCLUDE:

1. Maintain close working relationship with the local licensed physician who serves as the Reservation Medical Supervisor.
2. Maintain close working relationship with the local hospitals.
3. Maintain a definite schedule of hours when the Health Lodge will be open.
4. Be on call to perform emergency first aid at anytime.
5. Maintain a First Aid Log for campers and leaders.
6. Maintain a First Aid Log for staff members.
7. Supervise medical rechecks when Scouts first arrive at camp.
8. Notify the proper Scout authorities and parents in the event of a serious illness or injury (in consultation with the Reservation Director).
9. Maintain a clean, orderly Health Lodge facility.
10. Advise Assistant Reservation Director of all potential health/sanitation problems observed in any part of the Reservation.
11. Supervise all medications on the Reservation.
12. Prepare initial insurance claims.
13. Maintain medical records of all persons in camp.
14. Perform other duties as may be assigned from time to time.



## CHAPLAIN

The Chaplain is responsible to the Assistant Reservation Director (Program).

Follow the program as set forth by the Religious Advisory Committee pertaining to the Chaplain's responsibilities in the Scout camp.

Conduct religious services and observances as required, aided by members of the camp staff and troop personnel in camp.

Acquaint troop personnel with the Religious Award Program, keeping records of persons interested in pursuing the program. Write clergyman of the church concerned, informing him of interested persons.

Coordinate troop program requests in cooperation with the camp commissioner staff.

Assist with Saturday check-in at the Administration Center.

Contact Health Lodge at frequent intervals so that maximum service may be rendered to any injured or ill personnel.

See that the Chaplain's Program is well balanced and integrated into the general camp program.

Participate in staff meetings; sharing ideas for the continual improvement of the camp program.

Perform other duties as may be assigned by the Religious Advisory Committee.

Perform other duties as may be assigned by the Reservation Director from time to time.

Camp Chaplains should meet all of the basic qualifications required for major members of the program staff. In addition, they should have had preparation for their assignment through training required and provided by the religious faith they represent.

It is desirable that they be selected by the religious committee of their council area and have the approval of local Scouting authorities.

Their specific functions will be to carry out their religious assignment in accordance with the established pattern and beliefs of their faith. This will include conducting worship services, field Mass or other formal observances and hearing confessions or giving personal counseling as appropriate to the occasion.

These Chaplains will provide help in dealing with special problems as may be related to the morale of the camp, visit those who are ill, provide friendly counseling in cases of bereavement, cooperate with the Camp Director in helping establish a spiritual tone within the camp program, organize boys for special service projects as may be related to religious activities and provide information about the religious awards for the various faiths.

In addition, the Chaplain should take part in camp activities that are best suited to his personal skills, hobbies and interests. He should be regarded as a member of the camp staff, participate in staff meetings and give spiritual leadership that may be indicated or desired at staff functions or in working with individual staff members.



PACK & PADDLE DIRECTOR

He is responsible to the Assistant Reservation Director (Program).

He shall coordinate all trail programs of the Reservation and maintain a schedule for distribution and pick up of canoes, related equipment and campers taking part in this program.

He shall supervise the Outpost Camping Program and insure its implementation into the overall program of the Reservation.

He shall supervise the Pack & Paddle staff.

He is responsible for the security and control of all watercraft and related equipment assigned to his department's use, including vehicles.

He will maintain accurate records of all trips and work with the Camp Director and Business Manager in assessing and collecting appropriate charges for the same.

He shall explore and develop inovative program opportunities that will provide High Adventure activities to future Owasippe campers.

TRAIL RANGER

He is responsible to the Pack & Paddle Director.

He shall serve units by giving instruction in the skill of back-packing and canoeing, map reading and trail orientation, or his particular Outpost specialty.

He is responsible for the safe handling and security of all equipment charged to his care.

He will maintain accurate records of mileage (by speedometer reading) for all trips he is assigned to coordinate.

He will be responsible for the safe conduct of his groups and report any behavior problems to the Pack & Paddle Director.



## COUNSELOR-IN-TRAINING

All Counselors-in-Training are responsible through their department head to the Camp Director.

The Counselors-in-Training will serve in their respective department(s) under the guidance and supervision of the department director(s) and will perform such functions as may be assigned to them.

Participate in staff meetings; share ideas for continual improvement of the camp program.

Perform other duties as may be assigned by the Camp Director from time to time.

WRANGLER AND AIDES:

He (they) are directly responsible to the Assistant Reservation Director (Program).

They will operate the Horsemanship Program in a safe, efficient manner.

He will provide a turn-in of all tickets collected to the Assistant Reservation Director (Program).

He will operate the Wagon Trail Outpost Camp.

He will be responsible for the humane treatment of all animals in his care.

He will provide a list of names of all businesses or individuals to whom he has contracted for services of the Horsemanship Program at this Reservation in the local area.

He will be responsible for the cleanliness of the corral, tack house, staff quarters and surrounding area. This requirement to comply with the State of Michigan Health Requirements.

He will comply with all State licensing requirements.

He will perform other duties as assigned.

HORSE CORRAL MERIT BADGE: HORSEMANSHIP

MUSEUM AND OUTPOST SPECIALIST:

He is responsible to the Assistant Reservation Director (Program).

He will operate his area in a safe, efficient manner.

He will provide a regular turn-in of all tickets collected to the Assistant Reservation Director (program) as prearranged.

He is to be knowledgeable in the program area to which he is assigned.

He will be responsible for the general care and cleanliness of his program area.

He will be responsible for the maintenance and care of all equipment charged to his care.

He will give direction to any aides assigned to him.

He will perform duties as may be assigned to him.



SAILING BASE DIRECTOR: (AQUATICS DIRECTOR-CAMP BLACKHAWK)

He shall be responsible to the Blackhawk Camp Director.

He shall be responsible for the instruction of basic sailing skills to all participants.

He shall operate the Sailing Program in a safe and efficient manner, and require the participants to comply with all rules and regulations governing the operation of this program.

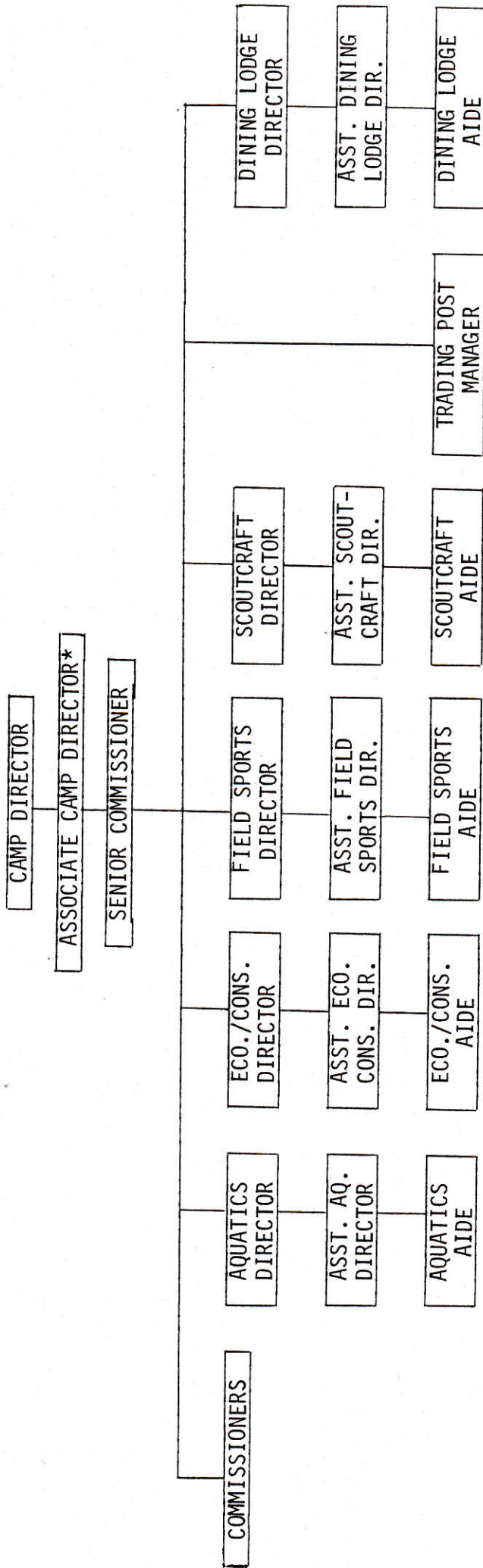
He shall be responsible for the maintenance and care of all equipment charged to his care.

He will give direction to the Sailing Aide.

He will perform other duties as assigned.

SAILING BASE MERIT BADGE:

SMALL - BOAT SAILING



(1)

\*Where applicable

(1) In Blackhawk, the Trading Post Manager reports to the Dining Lodge Director

## CAMP DIRECTOR:

The Camp Director is in complete charge of the camp and is responsible for all phases of its administrative and program operation as---

He must have an understanding and working knowledge of the Scouting advancement requirements and the program of Scouting

He must delegate responsibility, coordinate plans and ideas of **others** and measure results

He must be a diplomat

## GENERAL RESPONSIBILITIES:            The Camp Director must ---

Direct the overall program of the camp; unit, intertroop and general camp activities.

Plan program content for roundtable meetings.

Schedule time of program staff in conjunction with weekly program as developed at roundtables.

Measure the personal aptitude and effectiveness of members of program staff periodically during the season.

Know each troop leader and troop's background, needs, desires and weaknesses, so as to effectively aid the unit in running a balanced program.

Have suggestions available on good troop activities and patrol projects.

Have suggestions available for special events and other interunit activities and coordinate plans for each selected.

Evaluate effectiveness of program to make improvements during the season.

Provide a written report with recommendations at the end of the season for the following year.

Determine well in advance those camp activities which, because of their nature or limited facilities, must be operated on a fixed schedule, such as a wide game, Council fire or some aquatic activities.

Develop job specifications for each member of the program staff so as to clearly define the responsibilities of each.



ADMINISTRATIVE RESPONSIBILITIES:      The Camp Director must ---

Act as chairman of camp roundtable.

Develop coordinated weekly program of all troops in camp.

Develop daily (or weekly) staff assignment sheet covering specific activities and facilities.

Handle or participate in certain activities and drop in frequently on others to be certain of quality of staff operation.

Request roundtable meetings (course correction cobbler) when necessary.  
(keep to a minimum)

Meet with commissioner staff when necessary.

Coordinate planning and preparation for special events.

Carry out other responsibilities as assigned.

### ASSOCIATE CAMP DIRECTOR:

The Associate Camp Director is responsible to the Camp Director for the various administrative and program functions assigned to him.

He must have an understanding and working knowledge of the Scouting advancement requirements and the program of Scouting.

He is to be familiar with all of the administrative policies and procedures of the camp as outlined under the Camp Director's job description sheet.

General responsibilities delegated to the Associate Camp Director:

- 1) Directs the camp in the Director's absence.
- 2) Is directly responsible for the continuing development of the Scoutcraft Department - (staff and area).
- 3) Supervises and evaluates one or more of the program areas as assigned to him by the Camp Director.
- 4) Aids the Director in the development of the CIT's in camp.
- 5) Co-ordinates and chairs the Scoutmaster roundtable and in-course correction cobbler.
- 6) Organizes and co-ordinates the unit leader's Showando.
- 7) Is responsible to the Camp Director for the quality control of camp-wide activities.
- 8) Is the quality control over camp advancement records.
- 9) Aids in unit settlements.
- 10) Coordinates camp checkin and checkout procedures with the Camp Director.
- 11) Serves as the liaison between the Camp Director and the commissioner staff.
- 12) Carries out other responsibilities as assigned.

## COMMISSIONER:

The Commissioner is responsible to the Camp Director for the Personnel, program and operation of the Commissioner Service, and the Scoutcraft Area.

The Commissioner will guide and coordinate the efforts of the units assigned to him. He will work with them in order to provide the assistance needed from the camp staff.

Operate a troop's service program in such a manner as to insure the following:

- 1) Meet and orient incoming troops.
- 2) Assist troop leaders in program planning and scheduling.
- 3) Provide daily counseling for leaders in program and camping techniques.
- 4) Effect prompt and efficient production and performance of camp-wide activities.
- 5) The prompt and adequate performance of color ceremonies.
- 6) Plan and produce the "Course Correction Cobbler" Program Critique.
- 7) Manage the check-out of Troops via site inspection on departure date.

During the pre-camp period, work with the camp staff to insure that all campsites, areas and equipment necessary for program operation are properly set up and in good working condition.

See that the Commissioner Service program is well balanced and integrated into the general camp program.

Participate in staff meetings; share ideas for the continual improvement of the camp program.

Perform other duties as may be assigned by the Camp Director from time to time.

The Camp Commissioner is a staff member, 21 years of age or over, who has a working knowledge of the Scouting movement. He has the personality and general ability to work with both boys and adults. Among the important traits for a Camp Commissioner are the following --- neat appearance (uniform), good manners, tact, cooperative nature, cheerfulness, sincerity, adaptability, promptness and ability to take the initiative. In addition, it will be most helpful to the Camp Commissioner if he has a working knowledge of several camping skills and, above all, the ability to understand and evaluate situations and circumstances which he observes. The Camp Commissioner is first and foremost a sympathetic counselor and a program resource man.



### SCOUTCRAFT DIRECTOR

The Scoutcraft Director is responsible to the Camp Director or his designee for the personnel, program operation and equipment of the Scoutcraft Department.

The Scoutcraft Director will operate the program area in such a manner so as to insure counselling in the following programs:

- |                             |                                       |
|-----------------------------|---------------------------------------|
| 1) Axemanship               | 5) Proper use and care of camping and |
| 2) Pioneering               | cooking equipment                     |
| 3) Cooking                  | 6) Hiking                             |
| 4) Camping-InCamp & Outpost | 7) Orienteering                       |

Serve as a counselor for the merit badges related to Scoutcraft, following the advancement procedures set up by the Advancement Committee of the Chicago Area Council.

See that the Advancement Program is well balanced and integrated into the general camp program.

Participate in staff meetings and share ideas for continual improvement of the camp program.

Perform other duties as may be assigned by the Camp Director from time to time.

### SCOUTCRAFT AIDE

The Scoutcraft aide is responsible to the Commissioner for the program, operation and equipment of the Scoutcraft department. He is to be familiar with all of the Scoutcraft program functions as outlined under the Scoutcraft Merit Badges:

BASKETRY  
CAMPING  
COOKING  
HIKING  
INDIAN LORE  
ORIENTEERING  
PIONEERING  
SIGNALING  
WILDERNESS SURVIVAL  
WOODCARVING

## AQUATIC DIRECTOR:

The Aquatic Director is responsible to the Camp Director for the personnel, program, operation and equipment of the Aquatics Department.

The Aquatic Director will operate the Aquatic Department of the waterfront in such a manner so as to insure the following:

- 1) That all necessary safety measures are used in the operation of the waterfront
- 2) Teach the safe swim plan to all troops
- 3) Test each Scout and Scouter for swimming ability as part of check-in procedure
- 4) Operate a recreational program of swimming
- 5) Give every beginner an opportunity to learn to swim
- 6) Furnish adequate instruction and examination in the Merit Badge program
- 7) Teach all personnel the proper use and care of equipment
- 8) Furnish adequate instruction for beginners, intermediates and swimmers
- 9) That basic instruction in the safe handling of rowboats and canoes is offered to all Scouts and Scouters before their actual use of these crafts
- 10) Operate a recreational program of boating and canoeing
- 11) See that the waterfront and surrounding grounds are kept clean

To coordinate the program on a troop basis with help of the Commissioner staff.

Serve as a counselor for the Merit Badges related to the Aquatic Department following the advancement procedures set up by the Advancement Committee of the Chicago Area Council.

See that the Aquatic Program is well balanced and integrated into the general camp program.

Participate in staff meetings. Share ideas for continual improvement of camp program.

Perform other duties as may be assigned by the Camp Director from time to time.

NOTE: The Camp Ranger will be responsible for the mechanical maintenance of the pool

ASSISTANT AQUATIC DIRECTOR

AND

SENIOR AQUATIC AIDE

The Assistant Aquatic Director and/or Senior Aquatic Aide is responsible to the Aquatic Director for the operation of the Aquatics Department in his absence, and will assist the Aquatic Director in the operation and maintenance of the Aquatics Department to insure that each Scout and Scouter will enjoy the use of the facility in a safe and proper manner.

He will:

- 1) Observe all necessary safety measures in the operation of the waterfront.
- \*2) Teach the safe swim plan to all troops.
- 3) Assist in the testing of each Scout and Scouter for swimming ability as part of the check-in procedure.
- 4) Assist in the operation of the recreational swimming and boating program.
- 5) Furnish adequate instruction and examination in the Merit Badge program in those aquatic areas he is most proficient in.
- 6) Give supervision to other staff in the proper use and care of equipment.
- 7) Assist the Aquatic Director in supervision, guidance and leadership of other aquatic staff members.
- 8) Participate as a staff member in the total program of camp.
- 9) Perform other duties as may be assigned by the Camp Director from time to time.



AQUATICS AIDE:

The Aquatics Aide is responsible to the Aquatics Director for the Program, operation and equipment of the Aquatics.

He is to be familiar with all of the Aquatic program functions as outlined under the Aquatic Director's and Assistant Aquatic Director's job description sheet.

AQUATICS MERIT BADGES:

CANOEING

LIFESAVING

ROWING

SWIMMING

### ECOLOGY - CONSERVATION DIRECTOR:

The Ecology - Conservation Director is responsible to the Camp Director for the Personnel, program, operation and equipment of the Ecology - Conservation Department.

The Ecology - Conservation Director will operate the Ecology - Conservation Department in such a manner so as to insure counseling in the following programs:

- 1) Conservation Program (service projects in and around camp).
- 2) Forestry
- 3) Soil and Water Conservation
- 4) Nature
- 5) Weather

Serve as an instructor for the merit badges related to the Ecology- Conservation Department following the advancement procedures set up by the Advancement Committee of the Chicago Area Council.

See that the Ecology - Conservation Program is well balanced and integrated into the general camp program.

Participate in staff meeting; share ideas for the continual improvement of the camp program.

Perform other duties as may be assigned by the Camp Director from time to time.

### ECOLOGY-CONSERVATION AIDE:

The Ecology-Conservation Aide is responsible to the Ecology-Conservation Director for the program, operation and equipment of the Ecology - Conservation Department.

He is to be familiar with all of the Ecology-Conservation program functions as outlined under the Ecology-Conservation Director's job description sheet.

### ECOLOGY-CONSERVATION MERIT BADGES:

ASTRONOMY	BIRD STUDY	BOTANY	FORESTRY
ENVIRONMENTAL SCIENCE	GEOLOGY	INSECT STUDY	NATURE
REPTILE STUDY	MAMMALS	WEATHER	SOIL AND WATER CONSERVATION

### FIELD SPORTS DIRECTOR:

The Field Sports Director is responsible to the Camp Director for personnel, program, operation and equipment of the Field Sports Department.

The Field Sports Director will operate a Field Sports Department in such a manner so as to insure instruction in the following programs:

- 1) Archery
- 2) Field Archery
- 3) Fishing
- 4) Mo-skeet
- 5) Marksmanship
- 6) Safety on the Range
- 7) Teach personnel proper use and care of equipment .

To coordinate the program on a troop basis with the help of the Commissioner service.

Serve as an instructor for the merit badges related to the Field Sports Department following the advancement procedures set up by the Advancement Committee of the Chicago Area Council.

See that the Field Sports program is well balanced and integrated into the general camp program.

Participate in staff meetings; share ideas for continual improvement of the camp program.

Perform other duties as may be assigned by the Camp Director from time to time.

### FIELD SPORTS AIDE:

The Field Sports Aide is responsible to the Field Sports Director for the program, operation and equipment of the Field Sports Department.

He is to be familiar with all of the Field Sports program functions as outlined under the Field Sport Director's job description sheet.

### FIELD SPORTS MERIT BADGES:

ARCHERY

ATHLETICS

FISHING

PERSONAL FITNESS

SPORTS

RIFLE AND SHOTGUN SHOOTING



### DINING LODGE DIRECTOR - BLACKHAWK

The Dining Lodge Director is directly responsible to the Camp Director for the personnel, operation and equipment related to the dining lodge.

He shall work in co-operation with the Food Service Manager for the complete safe and sanitary operation of the dining lodge.

He shall give guidance and direction to the Scout waiters in the set-up of the tables, the serving of food and the cleaning of tables, utensils and dining areas.

He is responsible for the management of the camp trading post and works in co-operation with the Business Manager and the Reservation General Trading Post Manager.

Specific responsibilities:

- 1) Keeping accurate records on all goods received and materials handled (dining lodge and trading post Q.M.).
- 2) Take a weekly inventory of all supplies and merchandise.
- 3) Order necessary supplies in advance of need.
- 4) Schedule operation hours of dining hall, trading post, Q.M.
- 5) Schedule duties and responsibilities of dining lodge staff.
- 6) Maintain the attractiveness of the complete dining lodge area. (Displays in trading post - lodge area.)
- 7) Keep cash in a secure area and accounted with supervisor at the end of each business day.
- 8) Perform other duties as assigned.

### ASSISTANT DINING LODGE DIRECTOR

The Assistant Dining Lodge Director must be familiar with all of the Director's responsibilities as listed above.

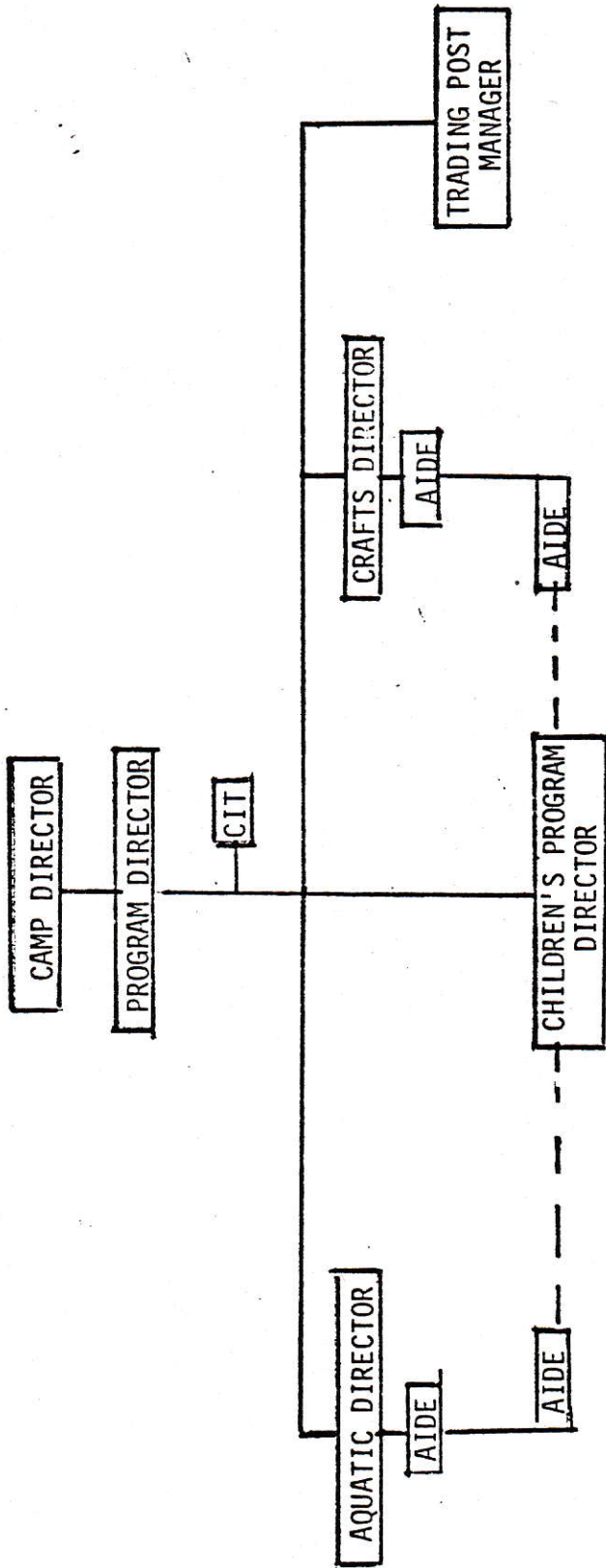
He is in charge of the dining lodge, trading post, Q.M. in the Dining Lodge Director's absence.

### DINING LODGE AIDE

Is responsible to the Dining Lodge Director.

He shall work in cooperation with the food manager and dining lodge director for the distribution of food and cleaning of dishes and utensils.

He shall perform other duties as assigned.



## FAMILY CAMP JOB DESCRIPTIONS

POSITION: Camp Director

REPORTS TO: Reservation Director

The Camp Director is in complete charge of the camp, and is responsible for all phases of its administrative and program operation.

The Camp Director must have an understanding and working knowledge of the mission of the Owasippe Scout Reservation.

The Camp Director is responsible for the health and welfare of the campers and staff.

The Camp Director serves as a member of the Reservation Directors Cabinet offering advice and counsel in the policies and procedures of the Reservation where they affect the campers and staff of the camp.

The Camp Director coordinates, plans, and evaluates the staff of the camp.

The Camp Director gives leadership to the staff of the camp.

### GENERAL RESPONSIBILITIES

1. Gives leadership for the development of the overall program of the camp
2. Selects the staff for the camp
3. Schedules duties of staff in conjunction with the program
4. Measures the personal aptitude and effectiveness of the members of the staff periodically during the season
5. Becomes familiar with each Family Camp camper (adult), and services their needs and desires for a successful camp experience
6. Has suggestions available for special activities to meet special needs
7. Evaluates effectiveness of program to make improvements during the season
8. Defines the responsibilities of each staff member
9. Provides a written report at the end of the season with recommendations for improvements in program and camp physical properties



## FAMILY CAMP JOB DESCRIPTIONS

POSITION: Program Director

REPORTS TO: Camp Director

RESPONSIBLE FOR: Personnel, planning and operation of all the special activities of the Family Camp Program

- a. Camper check-in and out
- b. Orientation of campers
- c. Order of the Spoon
- d. Family Nite/Social
- e. Campfires
- f. Hikes and Field Trips
- g. Movie Nite
- h. Special Events

The Program Director Shall:

Have the personality and general ability to work with both children and adults

Display neat appearance, good manners, tact, cooperative nature, cheerfulness, sincerity, adaptability, promptness and ability to take the initiative

Have the ability and maturity to understand and evaluate situations and circumstances which are observed

Effect prompt and efficient production and performance of camp-wide activities

Work with Camp Director in planning Staff Training Program

Serve as a resource person for all departments of camp program

See that the total Camp Program is well balanced

Insure that all areas and equipment necessary for program operation are properly maintained

Participate in staff meetings and develop ideas for the continual improvement of the camp program

Maintain camper and staff morale and work with all staff members cooperatively

Be responsible for all other duties as may be directed or assigned by the Camp Director

## FAMILY CAMP JOB DESCRIPTIONS

POSITION: Aquatics/Sports Director

REPORTS TO: Camp Director

- RESPONSIBLE FOR:
1. Personnel, planning and operation of the Aquatics and Sports Programs
  2. Furnishing adequate instruction
  3. Operating a recreational program of swimming and sports activities
  4. Ordering and maintaining inventory of aquatic and sports equipment
  5. Instruction in the care and use of equipment
  6. Maintenance of all program facilities and equipment to insure a safe and healthy operation
  7. Coordinating the aquatics/sports programs with all other camp departments
  8. Participate in staff meetings and share ideas for the continual improvement of the camp program
  9. Maintaining camper and staff morale and working with other staff cooperatively

Responsible for all other duties as may be directed or assigned by the Camp Director

## FAMILY CAMP JOB DESCRIPTIONS

POSITION: Crafts Director

REPORTS TO: Camp Director

- RESPONSIBLE FOR:
1. Personnel, planning and operation of camp Crafts Program
  2. Instruction of all campers
  3. Ordering and maintaining inventory of craft supplies and equipment
  4. Maintaining fiscal records as needed
  5. Instruction in the care and use of equipment
  6. Maintenance of all craft equipment to insure a safe program
  7. Coordinating the crafts program with all other camp departments
  8. Participating in staff meetings and sharing ideas for the continual improvement of the camp program
  9. Maintaining camper and staff morale and working with other staff cooperatively

Responsible for all other duties as may be directed or assigned by the Camp Director



## FAMILY CAMP JOB DESCRIPTIONS

POSITION: Children's Program Director

REPORTS TO: Program Director

- RESPONSIBLE FOR:
1. Developing and carrying out the Super Kids Program
  2. Care and maintenance of all related equipment and supplies
  3. Maintaining camper and staff morale and working with other staff cooperatively
  4. Participating in staff meetings and sharing ideas for the continual improvement of the camp program

Responsible for all other duties as may be directed or assigned by the Camp Director

## FAMILY CAMP JOB DESCRIPTIONS

POSITION: Aides (Crafts, Sports, Aquatics)

REPORTS TO: Director as assigned

- RESPONSIBLE FOR:
1. Assisting in the instruction and operation of the program
  2. Care and maintenance of related equipment and supplies
  3. Maintaining camper and staff morale and working with other staff cooperatively
  4. Participating in staff meetings and sharing ideas for the continual improvement of the camp program

Responsible for all other duties as may be directed or assigned by the Camp Director

## FAMILY CAMP JOB DESCRIPTIONS

POSITION: Store Manager

REPORTS TO: Camp Director/Reservation Business Manager

RESPONSIBLE FOR: Operation, Supervision and Maintenance of the Camp Store

The Store Manager shall:

1. order merchandise based on sales
2. display merchandise attractively
3. account for daily cash receipts
4. report on proper forms all transactions of merchandise, money and business matters
5. keep accurate records and reports
6. maintain a clean and safe store environment
7. inventory stock on regular schedule
8. carry out the store policies determined by the Business Manager and Camp Director
9. maintain a positive role in the total camp staff and strive to provide improved morale among staff and campers
10. participate in staff meetings and share ideas for the continual improvement of the camp program

Responsible for all other duties as may be directed or assigned by the Camp Director



## FAMILY CAMP JOB DESCRIPTIONS

POSITION: CIT

REPORTS TO: Camp Director/Director as assigned

RESPONSIBLE FOR:

1. Assisting in all areas of camp operations under guidance and supervision of the various department heads
2. Participating in staff meetings and sharing ideas for continual camp program improvement
3. Maintaining camper and staff morale and working with other staff cooperatively

Responsible for all other duties as may be directed or assigned by the Camp Director

The Counselor-In-Training Program is designed to train and familiarize potential staff members with all facets of the Family Camp Operation.

This Section on tips is designed to give you food for thought. As a Camp Staff member you will be working with Scouts and Leaders in various capacities. Use these ideas to help you manage learning, lead a discussion, control a group, or lead a song. Throughout this Section you will see KISMIF. This should be uppermost in your mind when dealing with people. KISMIF stands for "Keep It Simple, Make It Fun." If you follow this simple precept your job will be a lot easier.

## GIVING A DEMONSTRATION:

There is a difference between just using a skill and demonstrating it so others can learn. A few suggestions are outlined here.

### 1) PREPARE FOR THE DEMONSTRATION

- a. Plan it to appear as natural as possible, even if you can't perform the skill exactly as you would in use.
- b. Collect and prepare the needed equipment.
- c. Size up your audience to determine their present knowledge of the skill and how much detail you ought to give them.
- d. Think through and possibly make notes on the comments needed to explain the action.
- e. Practice the demonstration from beginning to end until you can do it smoothly.
- f. For a long demonstration, write down an outline of the steps.
- g. KISMIF

### 2) GIVE THE DEMONSTRATION

- a. Briefly tell your audience the major points to watch for.
- b. Adjust your speed to the difficulty in learning various steps, and go slower at the start of the demonstration than toward the end.
- c. Watch for the learners' reactions, and fit the amount of detail and pace of action to them.
- d. If necessary, repeat difficult or important steps, either as you go along or after all steps are completed.
- e. If you warn against the wrong way by showing it, always demonstrate the right way both before and after the wrong way.
- f. KISMIF

### 3) SUMMARIZE THE DEMONSTRATION

- a. Briefly review the important steps in order. Use a blackboard, flip charts, or poster.
- b. Give your audience a chance to ask question, or better, a chance to practice while you coach.



## GIVING A TALK:

When you are going to give a talk, it will be easier on you -- and your listeners too -- if you get organized for it, somewhat as suggested in the outline below.

### 1) PREPARE YOUR TALK

Size up your audience, considering the sort of people in it, and what to learn about the subject. Write down the purpose of the talk and the ideas you think should be covered. Read up on the subject and make notes on their ideas. Write an outline of the talk, including only the most important points, usually the fewer the better, and put them in logical order.

### 2) PRACTICE YOUR TALK

Rehearse your talk, either aloud or silently, until you have it well in mind. Time it so you stay within the limit. Put your outline or notes in final form so these reminders will not be cluttered up with discarded ideas. Try to be ready for extemporaneous speaking, not reading the talk or memorizing it word for word, even though you depend on an occasional look at your outline or note cards.

### 3) PERSONALIZE YOUR TALK

Having chosen a subject of interest to your listeners, briefly take its central ideas or main problem and its importance. Let each person feel you are talking to him, by looking at the audience as individuals, not as a group.

### 4) ILLUSTRATE YOUR TALK

Use a blackboard or large sheets of cardboard or paper to list your main points and draw diagrams and sketches while you talk. Be sure to place the blackboard so that you are standing at the side from which you will write. For the same purpose, use charts prepared beforehand, showing one at a time, if you want to center attention on one point at a time. Exhibit equipment and supplies needed to do the thing you are talking about. Exhibit models and pictures on the subject.

### 5) CLINCH YOUR TALK

Stay within the time limit. Summarize your subject by restating its main idea or problem, its importance, and the major points you have made. Give your listeners a chance to ask questions, usually before or after the summary, instead of interrupting the talk.

K I S M I F

## LEADING A DISCUSSION:

Discussion leading is an art in itself. No attempt will be made here to treat the subject exhaustively, but here are a few hints to guide you as the occasion for discussion arises:

### 1) PREPARE FOR THE DISCUSSION

Let the whole group know the subject in advance, if possible, so they can think about it. Talk with them individually to find out their ideas. Read up on the subject. Write down an outline of it so you have a pattern of ideas to be covered, if possible.

### 2) GET THE GROUP TO FEEL AT EASE

Arrange the group comfortably in a circle or square, so they face one another.

Encourage the informality and good humor.

Permit friendly disagreements, but on the point under discussion not between personalities.

### 3) GIVE EVERYONE A CHANCE TO TALK

Draw out less talkative by direct questions or asking them for suggestions. If possible, call them by name.

Discourage speech makers by reminding them of the limited time or by suggesting that they cut it short until others have had a turn.

Call on persons when you see they are ready to talk, rather than going directly around the circle.

Direct rather than dominate the discussion by easing yourself into the background when the groups get into the swing of it.

### 4) KEEP THE DISCUSSION ON THE TRACK

If the discussion gets sidetracked, bring it back to the main line by suggesting there are more important points to be covered in the limited time. Stretch a point to give individuals credit for ideas developed in the discussion.



## TEACHING A SKILL

"Two conditions of teaching are:

- A. That no one can teach more than one knows;
- B. That no one can teach faster than the scholar can learn."

There are five basic steps in teaching a Scouting Skill:

### 1) PREPARATION:

The first step in teaching a skill is to obtain the essential equipment and supplies in sufficient quantity so the skill can be demonstrated, taught and practiced. For demonstrations and teaching purposes, simulated or makeshift equipment is never adequate.

### 2) EXPLANATION:

The explanation serves two purposes:

- a. To introduce the subject by giving some background about its usefulness and application.
- b. To describe the subject in detail, technical enough to be completed but not confusing.

The explanation should create a desire to become proficient in the skill. Usual facts or illustrations arouse interest and create an appreciation of the value of learning a skill.

### 3) DEMONSTRATION:

This is the showing process. It is the first step in actual teaching. The demonstrations should be done so well and simply that the student will have confidence in his own ability to achieve success. Demonstration of a skill is not the opportunity for the teacher to show his proficiency, but should be used primarily to show the steps in acquiring the skill. K I S M I F

### 4) PRACTICE:

Hearing and seeing aren't enough. The learning process begins to finalize itself when students have the opportunity to try to do the skill themselves under the guidance of an instructor. The coach and pupil method works well at this point. Nothing can beat the "Learn by Doing" method.

### 5) TEACHING:

We often learn best those things we teach to others. Whenever possible each student should have an opportunity to demonstrate and practice teaching others. Occasionally a summary or review and examination are desirable. The extent to which they are used depends on the type of skill and how well the student has learned.



## HINTS ON SONG LEADING

An audience expects six things from a good song leader:

- 1) The name of the song - Announce each song clearly and the name of the tune if it is not an original song.
- 2) The pitch or key - sing a few notes to give the pitch. Be sure the whole group has it -- if you're too high or too low, stop and start over again.
- 3) The tempo, beating time - start everyone at the same time -- shout in rhythm with the time, "let's go" or clap the hands or stomp with the foot and start on the next beat. Use simple motions, an up and down, pump handle motion will get you started. Don't try to imitate a symphony orchestra conductor.
- 4) INFORMATION about the song - the words, the tune. Be sure your whole group knows the song. If they don't, then teach them. Song books are valuable in learning songs, but after the song is learned, have group sing with book closed, the results will be more satisfactory. KISMIF
- 5) PEP - ENTHUSIASM - don't insist on volume, at least at the start. Tell the crowd that it's singing you want, not noise or volume. If it doesn't go so well, then no one will know the difference. If it looks promising, say, "that was splendid for practice, now let's sing!"
- 6) LEADERSHIP - control - plan your selections carefully, choose songs that fit the crowd and the occasion. Beware of parodies and songs that might offend. Don't ask what song they want -- tell 'em.

Formal leadership (time beating) is not always necessary. Sing in natural grouping -- someone starts the song and everybody just sings. Old favorite songs can be used effectively in this type of singing.

The occasion will dictate the procedure and methods to be followed in conducting group singing. Ordinarily, the first song on a program should be well-known song. The crowd cannot go wrong and the Leader is successful. If the group is used to singing together, there is little necessity for "ice breaking."

Use old, familiar songs with new groups. Men usually prefer good harmony. Boys like action songs. Substituting motions for words will help the leader establish control. Don't try difficult, hard-to-learn tunes except when conditions are right.

KNOW THE SONGS YOU ARE LEADING !!

KEEP THE SONGS AND SKITS SCOUTLIKE !!

## HINTS ON CONTROL

1. Never give an order you don't mean to enforce.
2. Remember the responses of a boy are in action. Give your commands to stimulate action, not check (inhibit) movement. Say: "Do this" rather than "Don't do that." Suggest an action which can be successfully obeyed.
3. Give a boy time for reaction. Say "One more dive and all out" rather than "All out, Quick".
4. Have a reason for what you ask a boy to do, and when possible, take time to give the reason - he can see the point if you can.
5. Be honest in what you say and do. A boy's faith in you is your greatest help.
6. It isn't punishment, but injustice and personality that makes the boy rebel against you.
7. Action and reaction are equal as truly with boys as with material things. You get in return what you give those in your charge. They reflect you.
8. Intelligence in handling youth consists in thinking faster than they do. If they out think you, you are not using your years and the advantage of your larger education. You should see the possibilities before they become results. This is the secret of leadership.
9. Keeping in mind the truth, that the aim of your discipline is to produce a self-governing being. Boys are to be free men later on with no one to control their daily conduct. Your aim should be to safeguard them from danger, allowing every opportunity in self-determination consistent with safety to those concerned.
10. Defiance to established order comes from failure in some grown-ups to keep the situation in hand. If there is a danger of a direct break, the boy should not be forced. An adult's will should not be pitted against that of a boy. It is far wiser to give some simple direction that will be mechanically obeyed and pick up the reins of control in a quiet way.
11. A leader will have no measure of success in directing the life of a child along the right path unless his personal example and habits are such that he leads by what he himself lives.
12. You, personally, are the biggest factor in the game. That is, your personal example is the thing that determines results.
13. Set the pace in everything. You set it -- the campers will follow. Be up ON TIME. That is leadership -- one who leads.
14. We must obey implicitly each tradition (rule) ourselves. Otherwise we cannot expect the camper to obey. The whole structure of our camp society rests here. There is no way to dodge this "personal example" fact. We must keep a check on it at all times.



15. Make your own bed and keep your tent in order. You are a leader, not a boss from above or behind. A leader shares in the tasks, not giving orders about them.
16. "Kicking" in the presence of campers is criminal. Go to the Director with your troubles. We must all pull together to the limit to make things go.
17. Watch your personal appearance. Do you look the part of a leader?
18. Your task is one of human life, especially when on lifeguard duty. Responsibility cannot be shifted or dropped.
19. Be cheerful, agreeable, friendly. Keep the tent family happy.
20. When a camper breaks traditions, think of helping not abusing him.
21. Our job is to be a "big brother" in a very real sense. Try to be understanding, sympathetic toward your campers.
22. What we say and how we live determines the decisions of our campers. This is an all important factor. Don't club with any particular group of leaders. Cliques are disastrous.
23. CIRCULATE - Remember, we are one, fine, big family and all pulling together.

"The most impossible trick to do is to spray water from  
a hose at a Scout and then tell him not to spray you."

JP



## ABOUT LEADERSHIP

to lead the people, walk behind them. - LAO-TZU

"How do you spot a leader? They come in all ages, shapes, sizes and conditions. Some are poor administrators, some are not overly bright. One clue: since most people per se are mediocre, the true leader can be recognized because, somehow or other, his people consistently turn in superior performances."\*

\* Robert Townsend "Up the Organization", Alfred A. Kuff, New York, 1970.

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## COACHING IS A SKILL

1. Be able to perform the skill well yourself. Make sure you teach the same method as shown in the book.
  2. Review your own experience in learning it, and work out a series of steps for teaching it.
  3. Keep the coaching on a personal basis by working with small groups of learners, perhaps only one to start with. Get additional coaches, if necessary, to keep the groups small.
  4. Size up those you are coaching, both as to abilities and personality traits that affect their power to learn this particular skill.
  5. If a learner has acquired little or none of the skill through reading, discussion, or some other method, go slowly, especially at the start. Insist on accuracy first, then speed.
  6. Don't interfere with the learner trying to do it on his own. Don't interrupt his efforts unless he bogs down or goes off on the wrong track.
  7. Let him make mistakes, if they will impress on him the right way, but definitely point out mistakes.
  8. Never make corrections sarcastically or for the entertainment of on-lookers. Get rid of Kibitzers.
  9. Encourage the learner by remarks on his progress, pointing out the completion of each step and the steps he has done well.
  10. Urge him to practice and perhaps to coach someone else when he has mastered the skill.
- Above all KISMIF.

## HOW TO MAKE YOUR AREA POPULAR

We all want our area to be popular with the campers.

This can be accomplished by following the eight simple steps listed below:

1. Provide and maintain good facilities and equipment for demonstration and training. Keep things neat and orderly.
2. KNOW your subject and be able to teach it in an interesting manner.
3. Make it fun with games and activities. Games are great for teaching. Learning by doing is the only way you can hold a Scout's interest.
4. Gimmicks, Gimmicks, Gimmicks - Attention - grabbing gimmicks to catch and hold the Scout. Where? Everywhere is where you should sell your program area. Posters and signs, used in the dinning hall, at other program areas, and at the Trading Post are all ways of attracting Scouts to your area.
5. Be enthusiastic in your job. Show that you reall enjoy your area and its activities. Get involved in your area.
6. Use the established camp traditions to enhance your program.
7. Use contest, competition and games to spark the interest of the Scouts.
8. Make your events and training colorful.

k Don't turn your area into a gaudy palace, but use color and spice to attract the Scouts into your area.

Again .... KISMIF

Keep It Simple      Make It Fun !

Let this be the watch word in all of your activities.



